

Comparisons of Job Characteristics

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Correspondence Clerks (43-4021)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 85

Focus Occupation: Office Clerks, General (43-9061)
Associated Occupation: Correspondence Clerks (43-4021)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	19.1	20.8	0	Current knowledge level may be sufficient
Customer and Personal Service	11.3	16.3	14.7	<	Expanded education and/or training may be required
Economics and Accounting	4.4	14.9	3.2	<<	Extensive education and/or training may be required
Personnel and Human Resources	5.6	11.1	6.0	<<	Extensive education and/or training may be required
Therapy and Counseling	3.8	8.5	2.9	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 90

Focus Occupation: Office Clerks, General (43-9061)
Associated Occupation: Correspondence Clerks (43-4021)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Writing	9.2	13.6	9.3	<<	Extensive development of skills in this area may be required
Reading Comprehension	10.7	12.9	11.5	<	A higher skill level may be required
Judgment and Decision Making	9.4	11.1	6.2	<<	Extensive development of skills in this area may be required
Time Management	8.9	10.6	8.6	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 92			
Focus Occupation: Office Clerks, General (43-9061) Associated Occupation: Correspondence Clerks (43-4021)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Written Expression	9.8	13.3	9.8	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	13.1	10.4	<	Some improvement in abilities may be required
Near Vision	11.1	12.1	10.0	<	Some improvement in abilities may be required
Speech Recognition	9.9	11.2	10.3	0	Current ability level may be sufficient
Finger Dexterity	7.6	9.5	7.0	<<	Extensive improvement in abilities may be required
Speed of Closure	5.9	7.4	5.0	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 84
Focus Occupation: Office Clerks, General (43-9061) Associated Occupation: Correspondence Clerks (43-4021)		
Work Activities	Exclusivity of Activity	
Maintain inventory of office forms	71	
Maintain records, reports, or files	5	
Operate duplicating equipment	85	
Proofread printed or written material	73	
Provide customer service	14	
Type letters or correspondence	78	
Use computers to enter, access or retrieve data	3	
Use oral or written communication techniques	1	
Write business correspondence	58	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: n/a

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Correspondence Clerks (43-4021)

Tools and Technologies

Exclusivity

Tools and technology data is unavailable for one or both occupations.

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.